

Minutes for the Northeastern
Workforce Development Board
January 17, 2023

Call to Order. Dr. Kimberly Gregory called the meeting to order at 6:00 p.m. The meeting is being held in person and electronically. Presence of quorum was determined by roll call with **Eleven (11) members present:** Dr. Kimberly Gregory, JD Williamson, Krystal Watson, Carlos Riddick, Dave Carroll, Charlie Long, Dr. David Loope, Tameka Gibbs, Larry Donley, Kirstin Bradley, and Richard Thorne. **Members Absent with notice:** Chair Sean Lavin, Vice Chair Janet Russ, Lisa Brown, Montique McClary, and Amber Lennon. **Members Absent without notice:** Alvan Overton **Partners/Staff:** Director David Whitmer (staff), Asst. Director Amber Morse (staff), Niaisha Stokley (staff), Candice Mallory (staff) Annette Barnes (staff) Rachel Clipston (staff) and Chasity Pailin (Career Center Manager).

Welcome/Introduction. Dr. Kimberly Gregory welcomed the Board and thanked everyone for attending the meeting.

Approval of Agenda (Vote). Dr. Kimberly Gregory asked for a motion to approve the agenda. **Motion by Tameka Gibbs, seconded by Dr. David Loope, to approve the agenda. Motion passed unanimously with a roll call vote.**

Approval of the Minutes (Vote). Dr. Kimberly Gregory asked for a motion to approve November 2022 Minutes. **Motion by Carlos Riddick, seconded by Tameka Gibbs, to approve the minutes. Motion passed unanimously with a roll call vote.**

Mission Moment Success Story: Presented by Candice Mallory, Elizabeth City and Edenton NCWorks Career Center Advisor. Junius Cofield came to NCWorks in December of 2022 to learn about receiving tuition assistance to attend Jackie's Daughters for CDL training. Junius was excited about this new opportunity and shared the information with his then employer. Shortly after sharing his news with his employer, Junius was let go. Junius spoke with his Career Advisor, Candice Mallory, and told her of this news. Candice encouraged Junius to finish the program. Despite the minor setback Junius continued the CDL program, and a couple of weeks later he completed the program. Junius is now employed with a new trucking company that pays more than his previous employer. With the assistance of NCWorks Junius is now able to provide more for his family.

Presentation: Presentation by JD Williamson and Director David Whitmer- Budget and Allocations 101. JD Williamson presented NWDB Allocations and Budget. WIOA (Workforce Innovation & Opportunity Act) states: "The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under section, subject to approval of the chief elected official." We deal with 2 organizations 1. Northeastern Workforce Development Consortium and 2. The Albemarle Commission. The Consortium is liable for any misuse of funds. The Commission serves as the Fiscal Agent. NWDB's budget is included in the Albemarle Commission's budget and therefore must be approved by the Commission. The funds begin with Congress, and then flow to US Department of Labor, NC Governor, NC Department of Commerce Division of Workforce Solutions, 22 Local Workforce Areas-Consortium/Grant Recipients and Albemarle Commission-Fiscal Agent and Grant Administrator. The funds are dispersed twice once in July and then between October or November. The funds are allocated into three categories Adult, Dislocated Worker, and Youth. 10% of Adult, DW and Youth Allocations are designated as "Administrative Funds." Special Funding and Grant

currently contains the following Infrastructure, Business Services, Legislative Funds and Good Jobs Challenge Grant. Revenues: Title I funds are disbursed to NWDB through a formula that is used statewide-We have no control over how much Title I funds we receive. Tile I fund have a “life” of 2 years. Whatever is not expended on the first year is carried forward to the next year. We do not know what allocations will be when we develop our budget. We are typically informed of what our allocations will be around June, after the budget has been developed and approved. Budget revenues consist of “guesstimate” allocations and projected carry forward. A small portion of our annual allocations are typically received in July, the remaining allocations are received in October or November; therefore, we must have enough carried forward to last until all allocations are received. Once Allocations are received, and when we know our actual carry forward, we submit the budget amendment, subject to approval of the Albemarle Commission Board of Delegates. The budget calendar starts in February all budget packets will be sent out to all Directors. The budget will be drafted by the Director and his staff. After the budget is drafted then goes to the Finance Committee then to the NWDB Board then to the Workforce Development Consortium then to the Albemarle Commission to be voted on.

Administrative Reports: Director David Whitmer reported we a short 2 board positions: Economic Development Representative and Business Representative. The Career Centers are continuing workshops and has added a few new workshops for the upcoming months.

- The Elizabeth City Career Center will be resuming the NCDOT Highway Construction Trades Academy. This is the training course conducted by NCDOT at the center in which participants receive several certifications including, CPR, Osha 10, Forklift, and some credit towards heavy equipment certification. There will be cohorts offered form March 6-17.
- Job Assistance Workshops were held at the following libraries: Gates Co. on Nov. 29 and Hyde Co. on Dec 13th.Staff also worked with Dare Co. Libraries to survey customers to learn about their employment needs.
- The Elizabeth City Career Center will begin offering non-traditional hours. Feb – April and Oct – Dec the center will be open until 6pm on Wednesdays. We will monitor this to see if customers are taking advantage of this.
- With our Legislative funds, we have purchased a billboard on 17 heading into Elizabeth City that highlights the NCWorks Career Center. We are hopeful that this will create more awareness of the services we offer. We also got approval to use some of our Youth Initiative Grant funds. We would like to get more billboards with some of these funds.
- The Good Jobs Challenge Grant: We have been awarded the Good Jobs Challenge Grant! The lead applicant for this grant it the Hampton Roads Workforce Investment Council and there are many partners. There are three phases of this grant, and we are required to completer each phase before moving on to the next: 1 – System Development, 2 – Program Design, 3 – Implementation. Our role is to promote training programs and careers throughout our community that relate to the Maritime Industry and the skills needed for that industry. COA will be working to improve existing and develop new training programs for the skills needed in the maritime. We have contracted with Brandi Bragg to serve as our Maritime Business Engagement Coordinator. She will work to build a sectoral partnership of maritime businesses, work to understand their talent needs. Hampton Roads Workforce Investment Council has been working to develop our Grant Subaward Agreement.
- The Commission’s annual financial audit is still underway, however, I have been told that there are no findings for NWDB.

- It's time for the RFP's to go up for bid. Workforce Boards are required to competitively procure Adult/DW and Youth Services. We have started this process is overseen by the NWDB Leadership Committee.
- The Regional Policy Alignment: The three boards in the Northeast (NWDB, Rivers East, and Turning Point), along with Eastern Carolina WDB, have agreed to work together to align our policies as much as we can. We started with our Incumbent Worker policies and plan to work on our OJT policies next. We have agreed to meet monthly to work on this. There four boards cover 29 of North Carolina's 100 counties. Dr. David Loope asked will there be further consolidation of the Workforce Boards in NC. Director David Whitmer responded yes mainly some of the counties around Greensboro area. Dr. Kimberly Gregory asked if there's any idea when the change will happen? Director Whitmer answered he believes they are already working on it.
- NWDB newsletter was sent out today for anyone who would like to review it.

Committee Reports:

Career Center Committee: Tameka Gibbs reported the committee did meet in both November and December. The format of the Center Managers report that is sent to the board was reviewed in which is the one that was submitted to the Board. The report covers what is needed and there were no changes made to the report. The Committee also reviewed the OneStop Operator monitoring policy and there were no changes made to that policy. Staff will soon start the annual OneStop Operator Monitoring. The Career Center Committee is pleased to see the new workshops that have been added to the current workshops offered. The hiring events have picked up as well. We are also looking forward to the NCDOT hiring event because it was held before with a great turn out. The Career Center will be hosting a Spring Job Fest and Chasity the Career Center Manager is looking for a lot of attendance for this event on March 31st. The Committee continues to review the monthly performance dashboard.

BROC Committee: Krystal Watson reported that the Committee met in September and December the meeting in January was canceled due to attendance. The committee discussed in December hiring events going on and the job fairs. The BROC Committee will be coordinating a job fair on Peanut Dr. in Edenton, NC soon which will include several businesses in Edenton. As a group the committee must review the On-The-Job Training policy and the minimum wage for that. That will be addressed at the next meeting and hopefully voted on. Attendance is an issue for the BROC Committee and will be having further discussions with Chair Sean Lavin concerning attendance.

NextGen: Dr. Kimberly Gregory reported that the NextGen Committee has been having issues with attendance lately. The committee reached out to some of the committee members that haven't been attending meetings to see what their intentions are concerning being on the committee. The NextGen Committee sent out 4 letters and received 3 back out of the 4. Once this process is over the NexGen Committee will present the results the Board regarding the committee members. Once that process is complete a new process will begin to recruit new non - board members. The NextGen staff will be attending a statewide youth staff training organized by the Director's Council in Greensboro Feb. 28th- March 1st. We will be having an event called Adulting day and that will be held on February 17th at the NWDB main office.

Finance Committee: JD Williamson reported that the committee did meet last week, and we covered our normal areas of review. The fund financial report, the forecast report, and projections report. Everything else was discussed in the presentation.

Leadership Committee: Director David Whitmer reported that we have found a facilitator for the Board Retreat Mary Ann Lawrence whom is well known. Mary Ann Lawrence has her own business PowerNotes LLC which she does different trainings and certifications. Director David Whitmer opened the floor up to the Board to see what topics everyone would like to discuss at the Board Retreat. Tameka Gibbs stated going back to Krystal Watson's report concerning attendance we need to focus on attendance. Director Whitmer responded yes; he could talk with Mary Ann Lawrence to add that to the agenda. Krystal Watson would like engaging presentations at the Board Retreat with less PowerPoints. Dr. Loope suggested to discuss the future in the workforce for counties with outmigration. Director David Whitmer mentioned that someone from LEAD will be there to do a presentation. Director David Whitmer mentioned to focus on Workforce Board 101. Krystal Watson suggested speaking about, however motivate and drive some action and success within the committees.

Environmental Scanning: Krystal Watson mentioned Regulator Marine is hiring and has around 35 positions open. January 27th Regulator Marine will have an open job fair.

Other Business: Rachel Clipston mentioned that the NextGen team took a tour at the 4H Center in Tyrrell County. The tour was taking to hopefully have the next Real-World event there next year.

Adjourn (Vote): With no further discussion, Dr. Kimberly Gregory adjourned the meeting at 6:55 p.m. The next meeting is scheduled for Tuesday March 21, 2023, at 6:00 p.m.







04 / 17 / 2023

NWDB Chair Sean Lavin

Date

Title	NWDB Jan. 2023 Board Minutes
File name	3 NWDB January 2023 Minutes.docx
Document ID	f3cadfabee8b19a30e61dfb1e31bc6d2cabd0ff7
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History

 SENT	04 / 12 / 2023 09:09:02 UTC-4	Sent for signature to Sean Lavin (lavinsh@tcomlp.com) from nstokley@accog.org IP: 65.114.49.178
 VIEWED	04 / 17 / 2023 10:04:28 UTC-4	Viewed by Sean Lavin (lavinsh@tcomlp.com) IP: 4.78.41.162
 SIGNED	04 / 17 / 2023 10:04:57 UTC-4	Signed by Sean Lavin (lavinsh@tcomlp.com) IP: 4.78.41.162
 COMPLETED	04 / 17 / 2023 10:04:57 UTC-4	The document has been completed.